



STATE OF DELAWARE
DEPARTMENT OF TRANSPORTATION

800 Bay Road
Dover, DE 19901
(302) 760-2011



Posting #66340062

PLANNER III

Opening Date: February 10, 2006

Closing Date: May 9, 2006

A Vacancy Exists

Salary: \$41,139 – 51,424 (Minimum to Midpoint) Pay Grade 15

Location: Kent County (Please check this county on your application) Division of Planning,
DelDOT Administration Building, 800 Bay Road, Dover, DE

Summary Statement: This class series uses nine levels of work in the Technical Services Occupational Group, Planning Services Series and describes full performance professional planning work. Full performance professional planning encompasses analyzing past and current trends, synthesizing the results with the present regulatory, social, economic, political, and environmental situation, conceptualizing and developing viable alternatives and recommendations, presenting the findings and recommendations to public officials and citizens, and evaluating the impact and outcomes of those recommendations. This class describes full performance planning work for the most complex planning projects that may include work at a project lead level

Preferred Qualifications: Please address the preferred qualification separately on the Minimum Qualifications page of the application. Applicants who do not possess the preferred qualification will still be eligible to compete for this position if minimum qualifications are met.

1. Experience in the use of computerized mapping software.
2. Experience in the design, data collection, analysis and presentation of large sets of traffic data to include traffic counting, road inventory, accident data, and statistical sampling.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in a disqualification.

Applicants must have education, training and/or experience demonstrating competence in each of the following areas. Failure in any one area will result in a rating of "not qualified."

1. Experience in the design, data collection, analysis and presentation of the results of a most complex planning project (complexity to be determined based on variables such as discipline, population, fiscal impact, geographic area, social impact, planning horizon, public involvement, research and analysis, and the nature of the project team).

Applicants must detail their role in one or more “most complex” projects and define the scope of each project to document that it qualifies as a most complex planning project.

2. Experience as a project manager/leader on a complex project (complexity to be determined based on variables such as discipline, population, fiscal impact geographic area, social impact, planning horizon, public involvement, research and analysis, and the nature of the project team).

Applicants must detail their role in one or more “complex” projects and define the scope of the project to document that it qualifies as a complex planning project.

3. A minimum of two years experience as a planner or two years experience in a planning function.
4. Ability to communicate effectively

Examination: The application is evaluated based upon a rating of training and experience.

Essential Functions:

1. Analyze and assess data, problems, and issues and their impact on programs, plans or the current environment.
2. Define and evaluate alternative uses of resources, viable options/approaches and anticipated costs and benefits, consequences and outcomes using present and projected information.
3. Develop recommended course of action for public and private decisions in formal plans and policies including policy statements, budget allocations, regulations and/or legislation to affect and facilitate change and reach objectives.
4. Formulate plans and policies to meet the social, economic, and physical needs of communities.
5. Develop, promote and market strategies for the implementation of plans, policies and programs. Build consensus with community leaders, customers, advocates, and other affected parties via negotiations, mediation and facilitation.
6. Involve and educate special interest groups, customers, and public officials via variety of forums, e.g., seminars, workshops, conferences, newsletters, assessments, and analytical reports.
7. Coordinate planning activities and policies across state, regional, county and local levels; integrate with other entities outside the state.
8. Provide technical assistance, training and education for understanding and managing change.
9. Design and manage the planning process.
10. Systematically evaluate the impact of plan implementation and incorporate findings with the ongoing planning process.

11. Full performance (full range of planning activities) for the most complex planning projects.
12. Work at this level may include full performance project leaders (can include or be limited to contractual staff). Typical elements of direct control over other positions/employees by a project leader include assigning work, monitoring progress and work flow, checking the product for timeliness, correctness and soundness, scheduling work and establishing work standards.
13. Receives general supervision - supervisor does periodic review of progress.
14. Regular contacts are typically with internal agency staff and with others outside the supervisory chain and agency, regardless of the method of communication, for the purpose of educating others on the benefits and intent of proper planning in order to gain support for projects and strategies.

Conditions of Employment:

Upon a conditional offer, you must undergo pre-employment drug testing as part of the hiring process.

Applicants must be legally authorized to work in the United States. DelDOT does not provide employment-based sponsorship.

Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>

Submitting your Application:

- **Apply on-line at www.delawarestatejobs.com/postings (applications will be routed automatically to the recruiting agency).**
- If you can not apply on-line, paper applications can be submitted to one of the following locations.

DEPARTMENT OF TRANSPORTATION (DELDOT), Human Resources, 900 Public Safety Boulevard, Dover, DE 19901 Phone: (302)760-2011 Fax (302)760-2770

HUMAN RESOURCE MANAGEMENT, Haslet Armory, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

HUMAN RESOURCE MANAGEMENT, Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

HUMAN RESOURCE MANAGEMENT, Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

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